

**Foundry United Methodist Church
1500 16th Street NW
Washington, DC 20036**

April 24, 2008

Dear Supporting Agency,

The volunteers of Walk-In Mission at Foundry United Methodist Church would like to thank you for your continued support of our program. Below is an **updated account** of the services we are able to provide clients you may refer here.

Every Friday morning, rain or shine, Walk-In Mission opens to clients at 9:00 am to provide assistance in obtaining a birth certificate, a District of Columbia non-driver's identification card, and clothing items. Although we open our doors to clients at 9:00 am, **we recommend that those who need assistance with identification documents arrive at 8:00 am. Those who need clothing should arrive at 8:30 am.** The program begins at 9:30 am. We suggest that clients arrive as close to these recommended times as possible. While Walk-In Mission welcomes clients from 9:00 am – 12:00 noon, we are rarely able to work with those who arrive after 9:00 am. There is a large demand for identification assistance in DC, and we almost always hand out all of our tickets for each service by 9:00 am.

We are able to work with the first **15** people who need a birth certificate or non-driver's identification. We can work with the first **25** people who are in need of clothing. We can assist each client with **one service** per week (i.e. identification **or** clothing). Clients are more than welcome to return the following week for another service. Also, please note that we can work with clients who need a birth certificate or a non-driver's identification only **once each year**.

If your agency is sending a client to receive help with a birth certificate, **please send them with a referral** from your agency or a referral from a case worker. If your agency is sending a client to receive help in obtaining a non-driver's identification card, please send them with the following identification items: a referral from your agency/case worker, their birth certificate, and their Social Security Card or Social Security Card printout. For assistance with clothing, the client does **not** need a referral.

If your agency has not already been made aware, the District of Columbia Department of Motor Vehicles (which issues all drivers and non-driver's identification) has recently initiated a program by which some DC ex-offenders are eligible to obtain a **free non-driver's identification card**. To determine whether your client is eligible, see the attached information sheet.

We are unable to help clients in obtaining bus tokens, police clearance, etc. We work strictly with identification documents and clothing.

Please feel free to contact Jana Meyer, Minister of Missions, or Katy Wheat, US2 Young Adult Missionary, with questions regarding this information or a specific client.

Thank you,

Jana Meyer

Katy Wheat

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To determine your client's eligibility for an Inmate Profile Letter (IPL)

First, ask the client if they have recently had a DC arrest or have been released from a DC prison within the last **six** months. If the answer is 'yes,' and the client is in pretrial status **or** on probation **or** on parole, the client is eligible for a free ID. The client must also be under the supervision of a Pretrial Services Officer, a Probation Officer or a Parole Officer. If they do not meet these criteria, they are not eligible. Federal offenders are not eligible for this service.

A recent DC arrest or a release from a DC prison within the last six months means the client can obtain an **Inmate Profile Letter (IPL)**. This letter includes the client's picture and other identifiers essential to obtaining a DC non-driver's identification, including their birth date, social security number, and address. With the IPL, the client is able to obtain an ID without a birth certificate, Social Security card, or a proof of residence. This is particularly useful when the client has been born out-of-state and does not have any photo identification (ID is required for all out-of-state birth certificate applications).

Once you have determined that the client is eligible for an IPL, please send them to speak with their Pretrial Services Officer, Probation Officer or Parole Officer. These officials will be able to send the client to obtain the IPL. After obtaining the IPL, the client can go to any DC Department of Motor Vehicles location and get their free non-driver's identification card.

Please, before you refer a client to Foundry's Walk-In Mission, ascertain whether or not they are eligible for an IPL. If they are eligible, send them to their supervising official to obtain the IPL. If they are not eligible, please send the client to Foundry, and we will assist them. If clients are sent to Foundry and **are** eligible for an IPL, we will refer them to their supervising official to get it. The use of the IPL saves our much needed funds and allows us to work with other clients in need. Please, save your client a trip!

Thank you,

Jana Meyer

Katy Wheat